



# CITY OF SPRINGFIELD EMPLOYEE HANDBOOK

UPDATED: April 24, 2024

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## INTRODUCTION

Welcome to the City of Springfield! We're glad to have you on our team. We attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with the City, you will become a successful member of the City of Springfield's team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between the City and its employees, other than those found in applicable collective bargaining agreements.<sup>1</sup> This handbook supersedes any prior handbooks, written policies, and administrative rules of the City that are inconsistent with its provisions. The handbook is not a substitute for collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement (AFSCME, IAFF, IAFF Battalion Chiefs, SEIU/OPEU, and SPA) contradicts or is inconsistent with what is in this employee handbook or related administrative regulations, the collective bargaining agreement provision controls.

This handbook is not a contract of employment between the City of Springfield and its employees. With the exception of employees who are subject to a collective bargaining agreement, all employment at the City is "at will." That means that unless you are subject to a collective bargaining agreement or written contract of employment either you or the City of Springfield may terminate this relationship at any time, for any reason, with or without cause or notice. No supervisor, manager, or representative of the City other than the City Manager has the authority to enter into any agreement with you regarding the terms of your employment that changes your at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the City of Springfield or is included in a collective bargaining agreement.

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask Human Resources.

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<sup>1</sup> The policies stated in this handbook are subject to change at any time by the City with or without prior notice.



## Mayor and City Council



**Sean VanGordon**  
Mayor



**Michelle Webber**  
Ward 1



**Steve Moe**  
Ward 2



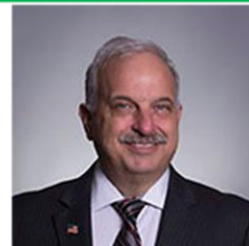
**Kori Rodley**  
Ward 3



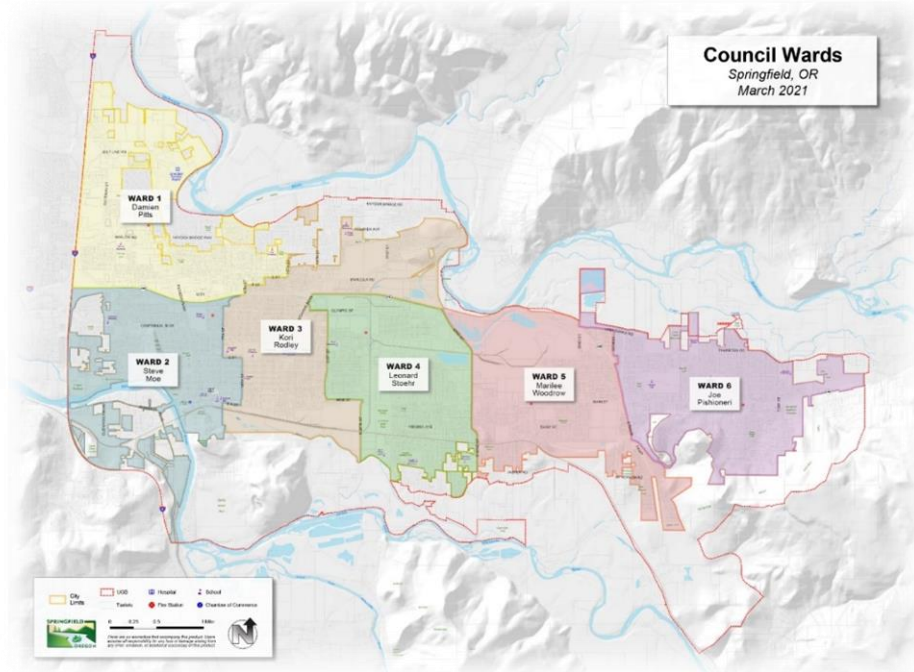
**Beth Blackwell**  
Ward 4



**Victoria Doyle**  
Ward 5

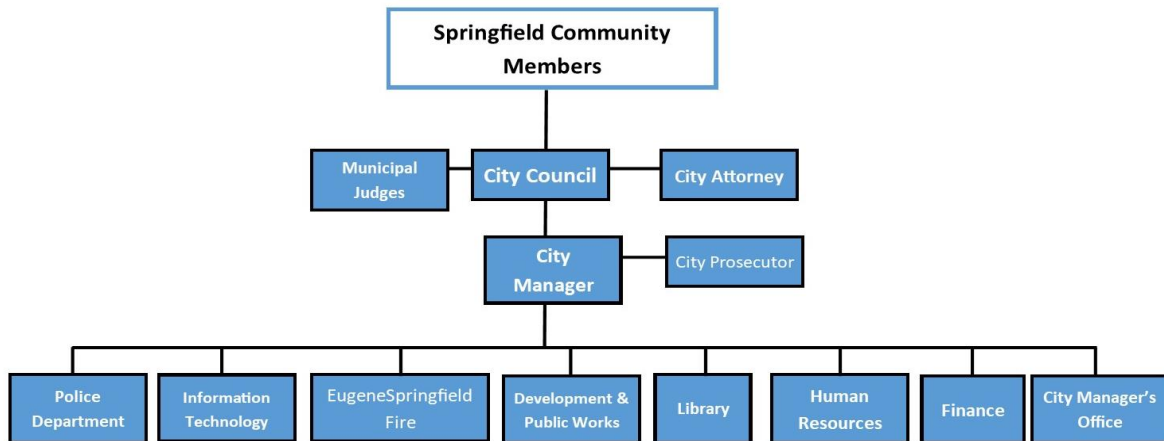


**Joe Pishoneri**  
Ward 6





## City Hall: Department Information



### City Manager's Office (CMO)/Mayor's Office

**Responsible for:** directing and coordinating citywide policies and objectives set by the Mayor and City Council

**Location:** South end of City Hall facing Main Street

**Phone:** (541) 726-3700

**City Website:** <http://www.springfield-or.gov>



**City Manager**  
Nancy Newton



**Asst. City Manager**  
Niel Laudati

**Call/Come here if you need...**

- You need to contact the Mayor or City Council
- You need to contact the City Manager or Assistant City Manager
- You have questions for Economic Development staff, Public Information/Media and Legislative Staff, or the City Recorder.
- You have a question about Diversity and Inclusion
- You're reserving a City Hall meeting room
- You have questions about volunteering on any boards, committees, and/or commissions
- You have questions about City elections
- You have a question about the City's public art program
- You have a suggestion or any other questions

### City Attorney's Office

**Responsible for:** legal analysis and reviewing ordinances, resolutions and agreements and activities to assure compliance with intent, Charter, State, and Federal laws

**Location:** East end of City Hall

**Phone:** (541)744-4061

**Email:** [springfieldcao@springfield-or.gov](mailto:springfieldcao@springfield-or.gov)



**City Attorney**  
Mary Bridget Smith

### Development and Public Works (DPW) Community Development Division

**Responsible for:** planning, engineering, building permits, transportation, housing, survey, code enforcement, and business licensing.

**Location:** SE Quad-Southeast end of City Hall

**Phone:** Main Line (541) 726-3753



**Division Director**  
Jeff Paschall

**Come/Call Here If...**

- You are looking for a business license.
- There is a building safety or code infringement.
- You have land use and zoning questions.
- You are a developer or homeowner looking to obtain building permits.
- You have questions about an infrastructure need or project.
- You would like information about affordable housing.

### Development and Public Works (DPW) Operations and Maintenance Division

**Responsible for:** street maintenance, wastewater collections, storm drainage, street trees & landscape maintenance, facility maintenance, emergency management and traffic control maintenance.

**Location:** 201 S. 18<sup>th</sup> Street

**Phone:** Main Line (541) 726-3761



**Division Director**

Brian Conlon

**Come/Call Here for...**

- Reporting a dangerous/problematic road (potholes, flooding, etc.) or form of transportation
- Traffic operation and service requests/updates (streetlights, roads, etc.)
- Sewer issues (plug ups)
- Overgrown landscape, tree trims
- Facilities Maintenance
- Emergency Management
- Infrastructure installation/repair/removal
- Community event traffic control

### **Development and Public Works (DPW) Environment Services Division**

**Responsible for:** Environmental Services protects Springfield's water resources by managing a stormwater program and providing administration, planning, and capital program development for the regional wastewater program.

**Division Director**

Matt Stouder

**Location:** NW Quad – Northwest end of City Hall

**Phone:**

- ESD Main Line: (541) 726-3694
- Metropolitan Wastewater Management Commission (MWMC) (541) 726-3694
- Eugene-Springfield Water Pollution Control Facility (WPCF) main line (541) 682-8600

**Website:** <https://www.mwmcpartners.org/>

**Industrial Pretreatment Issues**

- Wastewater Discharge Permits & requirements: Shawn Krueger (541) 736-1018
- Sewer billing issues: Carrie Holmes (541) 726-3696

**Stormwater Management Issues**

- Stormwater Management Plan, MS4 Phase II Stormwater Permit, and TMDL Implementation Plan development and program implementation, contact: Sunny Washburn (541) 736-1022
- Illicit discharge complaint and reporting, contact: ESD Mail Line: (541) 726-3694

**Come/Call Here For...**

- Environmental issues for wastewater, pollutants going down storm drains.

- Wastewater discharge approval, illicit discharge, and spills that can go down storm drains.
- Water quality monitoring such as: water channels that stink or stagnant water on public property.
- Car wash kits, FOG kits, pressure washing and paint brochures, pet waste signs, etc.
- Riparian issues in wetlands, ponds, and swales.
- For air quality concerns, please contact LRAPA. (541) 736-1056
- To request a tour of the Eugene-Springfield Regional Wastewater Treatment Facility

### **Finance, Municipal Court, & IT Department**

Responsible for: budget and investment management and regulation of rules and guidelines. Promoting and providing access to impartial justice for the resolution of misdemeanors and violations within the City of Springfield.

Location:

Finance and IT: North end of City Hall (ASD)  
Courts: 230 4th Street, Springfield, Oregon, 97477



**Finance Director**  
Nathan Bell

Phone:

- Finance: (541) 726-3622
- Municipal Court: (541) 726-3748
- IT: (541) 736-1023
- Extension for IT help and WIFI issues: (541) 726-1234

Email: [ithelpdesk@springfield-or.gov](mailto:ithelpdesk@springfield-or.gov)

Come/Call Here For...

- To make a payment to the City
- Inquiries about the City's budget/spending
- Contract and accounts payable information
- PeopleSoft or Network Account password resets
- Network or phone connectivity issues
- PC/Hardware/Software purchasing
- Printing problems

### Eugene Springfield Fire

Responsible for: ensuring the safety and wellbeing of all Springfield residents

Location: 1705 West Second Avenue, Eugene, Oregon, 97402

Phone:

- Ambulance Billing Information – (541) 726-3734
- FireMed – (541) 726-3636
- Fire Prevention Services – (541) 682-5411



**Fire Chief**  
Mike Caven

Come/Call Here For...

- There is inquiry about medical and emergency procedures
- There is a risk to safety (i.e. hazardous spill)

### Human Resources

Responsible for: Employee & Labor Relations, Employee Benefits, Recruitment, Risk Management, and Payroll

Location: North end of City Hall (ASD)

Phone: (541) 726-3705

Email: [hr@springfield-or.gov](mailto:hr@springfield-or.gov)



**HR Director**  
Chaim Hertz

Come/Call Here For...

- You want a job working at City Hall
- You are an employee with questions about family medical leave, labor relations, or benefits
- You want to file a risk claim
- You have a concern about discrimination by the City

## Library & Museum

**Responsible for:** Community Resources, Public Programming, Outreach with schools and organizations, and specifically through the Museum, collecting and preserving local history and making it accessible to the public through exhibits, research, and programs.

**Location:**

Library: West end of City Hall

Museum: South end of City Hall at 590 Main St.

**Phone:** (541) 726-3766

**Email:**

- [library@springfield-or.gov](mailto:library@springfield-or.gov)
- [springfieldmuseum@springfield-or.gov](mailto:springfieldmuseum@springfield-or.gov)

**Website:** [www.wheremindsgrow.org](http://www.wheremindsgrow.org)

**Come/Call Here For...**

- If you want a library card. City employees and family members in their household get a library card, even if they live outside of the City property tax limits
- Checking out books, movies, audiobooks, magazines, music, cultural museum passes and Spanish language materials.
- To use a computer for personal use on the public network (Microsoft Office and Internet access). Springfield library card holders can use the computers up to two hours each day during open hours
- To attend free programs for all ages
- To see permanent and temporary exhibit on Springfield history



**Library & Museum  
Director  
Emily David**

## Police Department

**Responsible for:** safeguarding life, property, and constitutional rights of the people of Springfield. SPD pursues justice with empathy and respect for everyone in our effort to maintain a safe and secure community.

**Location:** 230 4<sup>th</sup> Street

**Phone:**

- Emergency: 911
- Non-emergency line: (541) 726-3714
- Anonymous Tip Line: (541) 726-3773
- Animal Control: (541) 726-3634

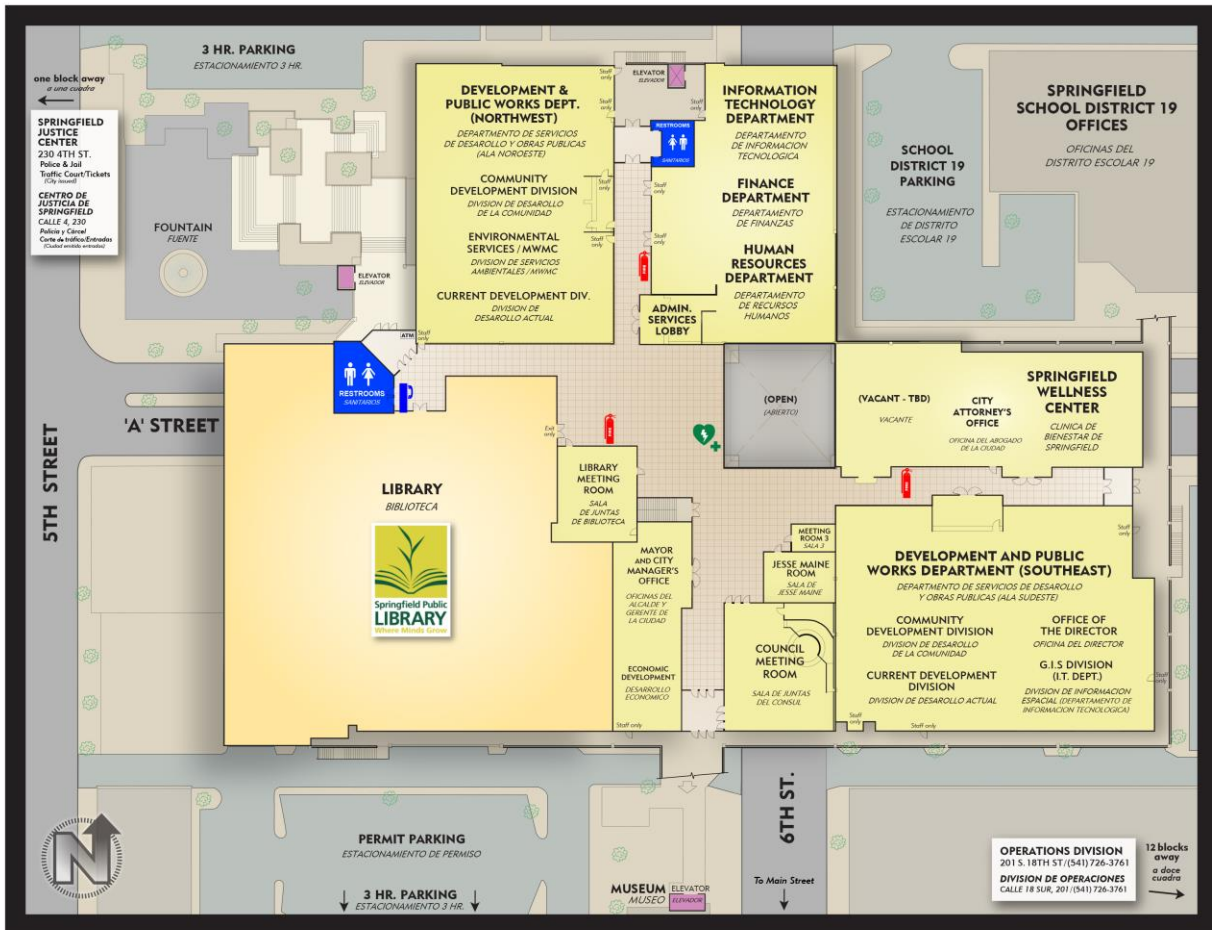


**Police Chief  
Andrew Shearer**



- Crime Prevention Programs: (541) 726-3731
- Lock Out Crime (Free Home Inspections): (541) 726-2323

## City Hall Map








## 2023 Payroll Calendar & Holiday Schedule

### 2023 Payroll Calendar

January	April	July	October
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7
8 9 10 11 12 13 14	9 10 11 12 13 14 15	9 10 11 12 13 14 15	8 9 10 11 12 13 14
15 16 17 18 19 20 21	16 17 18 19 20 21 22	16 17 18 19 20 21 22	15 16 17 18 19 20 21
22 23 24 25 26 27 28	23 24 25 26 27 28 29	23 24 25 26 27 28 29	22 23 24 25 26 27 28
29 30 31	30 31	30 31	29 30 31
February	May	August	November
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1 2 3 4 5 6	1 2 3 4 5	1 2 3 4
5 6 7 8 9 10 11	7 8 9 10 11 12 13	6 7 8 9 10 11 12	5 6 7 8 9 10 11
12 13 14 15 16 17 18	14 15 16 17 18 19 20	13 14 15 16 17 18 19	12 13 14 15 16 17 18
19 20 21 22 23 24 25	21 22 23 24 25 26 27	20 21 22 23 24 25 26	19 20 21 22 23 24 25
26 27 28	28 29 30 31	27 28 29 30 31	26 27 28 29 30
March	June	September	December
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1 2 3	1 2	1 2
5 6 7 8 9 10 11	4 5 6 7 8 9 10	3 4 5 6 7 8 9	3 4 5 6 7 8 9
12 13 14 15 16 17 18	11 12 13 14 15 16 17	10 11 12 13 14 15 16	10 11 12 13 14 15 16
19 20 21 22 23 24 25	18 19 20 21 22 23 24	17 18 19 20 21 22 23	17 18 19 20 21 22 23
26 27 28 29 30 31	25 26 27 28 29 30	24 25 26 27 28 29 30	24 25 26 27 28 29 30
			31

 Pay Periods
  Paydays
  City Holiday

### City of Springfield

### 2023 Holiday Schedule

<b>New Year's Day</b>	<b>January 2nd*</b>
<b>Martin Luther King Day</b>	<b>January 16</b>
<b>President's Day</b>	<b>February 20</b>
<b>Memorial Day</b>	<b>May 29</b>
<b>Juneteenth National Independence Day</b> <i>SEIU &amp; Non-Union Only</i>	<b>June 19</b>
<b>Independence Day</b>	<b>July 4</b>
<b>Labor Day</b>	<b>September 4</b>
<b>Veteran's Day</b>	<b>November 10*</b>
<b>Thanksgiving Day</b>	<b>November 23</b>
<b>After Thanksgiving Day</b>	<b>November 24</b>
<b>Christmas Day</b>	<b>December 25</b>

\* Actual holiday falls on the weekend

NOTE: This holiday list is specifically for non-represented benefitted employees as described in the "Holidays" administrative regulation. Represented employees should refer to their labor agreements to confirm their City paid holidays.

## **SECTION 1 DIVERSITY AND INCLUSION**

### **1.1 No-Discrimination**

It is the policy of the City of Springfield to provide equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex (including pregnancy, childbirth and related medical conditions), gender identity, sexual orientation, national origin, ethnicity, mental or physical disability, age (18+), parent with court-imposed medical support order, domestic violence victim status, genetic information, citizenship status, military status, marital status or other legally protected status or activity. It is also the City's policy to respect the right of applicants and employees to oppose practices they feel may be discriminatory and utilize the rights provided to them under equal employment opportunity laws.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the City of Springfield, where employment is based upon personal capabilities and qualifications. Any employee who willfully violates this policy may be subject to disciplinary action including termination of their employment with the City.

For more information see Administrative Regulation titled "[Equal Employment Opportunity](#)".

### **1.2 Statement Regarding Pay Equity**

The City of Springfield supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with their immediate supervisor and/or Human Resources.

For more information see Administrative Regulation titled "[Compensation](#)".

### **1.3 No-Harassment**

The City of Springfield prohibits harassment, sexual assault, or discrimination in and outside of the workplace that violates its employees' right to work in a harassment-free workplace. Specifically, the City prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of harassment, sexual assault, or discrimination. Further, all employees are responsible for

respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with Human Resources, any time if they have questions relating to the issues of discrimination or harassment.

For more information see Administrative Regulation titled "[No Harassment & Discrimination](#)".

#### **1.4 No-Bullying**

The City strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. Examples of bullying include:

- 1.4.1 Verbal Bullying: Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- 1.4.2 Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- 1.4.3 Gesture Bullying: Non-verbal threatening gestures; glances that can convey threatening messages.
- 1.4.4 Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
- 1.4.5 Cyber Bullying: Bullying that takes place using electronic technology including devices and equipment such as mobile devices, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

\*This is not a complete list.

Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident are expected

and should bring the matter to the attention of Human Resources, their supervisor or a member of management as soon as possible.

### **1.5 Disability Accommodations**

The City is committed to assuring equal opportunity in all aspects of employment for qualified individuals with a disability in accordance with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA), Section 503 of the Rehabilitation Act of 1973, and state and federal laws. The City is committed to engaging a qualified employee or applicant in a timely, good-faith, disability interactive process and to provide reasonable accommodations as required under the ADA.

For more information see Administrative Regulation titled "[Disability Accommodations](#)".

### **1.6 Pregnancy Accommodation**

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact Human Resources to discuss their options for continuing to work and, if necessary, leave of absence options. The City will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on City operations.

Although this policy refers to "employees," the City will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

For more information see Administrative Regulation titled "[Pregnancy Accommodation](#)".

### **1.7 Religious Observance Leave and Accommodation**

The City respects the sincerely held religious beliefs and observances of all employees. The City will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on the City's business. Employees may use vacation or Paid Time Off (PTO) for religious holy days or to participate in a religious observance or practice then an employee may request to take unpaid leave if accrued leave is not available. Requests for religious leave or accommodation should be made with Human Resources and may require the requesting employee to provide proof of the "sincerely held" religious belief.

### **1.8 Reporting Improper or Unlawful Conduct – No Retaliation**

Employees may report concerns about the City's compliance with any law, regulation or policy using one of the methods identified in this policy. The City will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon or local law, rules or regulations by the City;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the City; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

- 1.8.1 Employee Reporting Options: In addition to what is outlined in the City's Open-Door Policy, employees who wish to report improper or unlawful conduct should first talk to their supervisor. If the employee is not comfortable speaking with their supervisor, or are not satisfied with the supervisor's response, they are encouraged to speak with the department director. Supervisors, managers and department directors are required to inform the City Manager about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring civil action in court to secure all remedies provided for under Oregon law.

- 1.8.2 Additional Protection for Reporting: Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of their coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to: (1) A state or federal regulatory agency; (2) A law enforcement agency; (3) A manager with the City; or (4) An Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

- 1.8.3 Policy Against Retaliation: The City will not retaliate against employees who make reports or disclosures of information of the type described above when the

employee reasonably believes they are disclosing information about conduct that is improper or unlawful and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by City policy).

In addition, the City prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of their own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

For more information see Administrative Regulation titled "[Reporting Improper or Unlawful Conduct](#)".

## **SECTION 2 WORKING HOURS & CONDITIONS**

### **2.1 Work Week**

The official work week for the payroll cycle begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. Saturday. City offices will normally be open from 8:00 a.m. until 5:00 p.m., Monday through Friday, but each department determines the work schedules and hours for employees as necessary for its operation. Employees are expected to work their regularly scheduled hours or use accrued leave (i.e. vacation, floating holiday or compensatory time) for any time not worked during their regular schedule.

### **2.2 Timekeeping Requirements**

Employees must accurately record all worked time using the record keeping system (i.e., SPR Timecards or CrewSense) in place for the employee's department. Filling out another employee's timecard, allowing another employee to fill out your timecard, or altering any timecard will be grounds for discipline up to and including termination. An employee who fails to record their time may be subjected to discipline as well. Some exceptions apply for Police and Fire Suppression employees.

All exempt employees must code forty (40) hours of time between “hours worked” and “leave accruals” for each pay week on their timecard. Compensation for hours worked beyond 40 in a workweek is not authorized for employees who qualify for an exemption as defined by the Fair Labor Standards Act (FLSA), unless otherwise covered under a collective bargaining agreement. Exempt employees who work above 40 hours in a work week should code hours in excess of forty (40) to earning code E40 (>40 hrs worked). This is not a paid time code or accrued leave bank.

For more information see Administrative Regulation titled “[Hours of Work & Overtime](#)”.

### **2.3 Meals and Rest Breaks**

As required under Oregon State law, meal period and rest break(s) are required. Meal period and rest break(s) may not be taken together as one break. Meal period and rest break(s) may not be “skipped” in order to come in late or leave early.

For more information see Administrative Regulation titled “[Meals and Rest Breaks](#)”.

### **2.4 Rest Periods for Expression of Breast Milk**

In accordance with State law, the City of Springfield will provide reasonable rest periods to accommodate an employee who needs to express breast milk for their child eighteen (18) months of age or younger for a period of up to 18 months after the birth of a child.

An employee who intends to express milk during work hours must give their department leader a reasonable oral or written notice of their intention to do so in order to allow the City time to make any preparations necessary for compliance with this rule.

For more information see Administrative Regulation titled “[Rest Periods for Expression of Breast Milk](#)”.

### **2.5 Alternative Work Schedules**

Every department may, upon approval of their department director, provide alternative work schedules to employees. Any alternative work schedule must further the City's commitment to excellence in public service and meet the business needs of the department. Possible alternative work arrangements may include, but are not limited to, the following:

1. Compressed work week
2. Flexible working hours (Flextime)
3. Job sharing
4. Reduced work week
5. Telework



Each participating department shall determine which alternative work schedules, if any, are available for employees. Such determinations shall be made based upon the business needs, staffing coverage requirements, hours of operation, etc.

For more information see Administrative Regulation titled "[Alternative Work Schedules](#)".

## **2.6 Telework**

The City will allow the use of telework in situations where it will be to the mutual benefit of employees, the City, and the City's stakeholders. Telework is not an employee benefit intended to be available to all City employees, rather, it is one of several work options used at the supervisor's discretion such as flexible work schedules and job sharing.

For more information see Administrative Regulation titled "[Telework](#)".

## **2.7 Reporting Changes to an Employee's Personal Data**

Because personnel records are used to administer pay, benefits, and other employment decisions, employees are responsible for keeping information current including changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping personnel records current with regard to pay, deductions, benefits and other matters is important. If there are changes in any of the following items, please notify Human Resources to ensure that the proper updates are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information with bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from the City about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the City may require employees to provide proof of marital status or domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

## **SECTION 3 CLASSIFICATION**

### **3.1 Employee Classification**

The City classifies employees as follows:

- 3.1.1 Full-time: A position which is scheduled for forty hours per week (excluding FLSA 7k exempt positions) for a period longer than six months.
- 3.1.2 Limited Duration: A full-time or part-time position which is budgeted for a limited or fixed period of time to allow coverage for specific needs related to grants, one-time funds, and special projects. A limited term position shall not exceed two (2) years except for the extension of grants of funding from outside sources. A limited duration position may be filled by a temporary employee only if the term will not exceed the one year maximum for temporary employees.
- 3.1.3 Part-time (Benefit eligible): A position which is scheduled for less than forty hours and twenty or more hours per week for a period of six months or longer.
- 3.1.4 Part-time (non-benefit eligible): A position which is scheduled for less than twenty hours per week for a period of six months or longer.
- 3.1.5 Probationary: A newly hired or rehired employee who is in a working test period to determine if the employee's performance meets work-related standards.
- 3.1.6 Regular: An employee who has successfully completed their probationary period.
- 3.1.7 Temporary/Seasonal: A full-time or part-time position used for meeting emergency, non-reoccurring, and short-term workload needs. These positions are typically not budgeted throughout the fiscal year, and will not last longer than twelve months
- 3.1.8 Casual: infrequent and irregular?

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City rules and procedures.

## 3.2 Position Review

Positions are classified based on the job's distinguishable characteristics, including the job analysis results and assignment to a grade level. The City retains the right to eliminate, change and establish new classification levels and/or salary grades. In the event a new position is established, or an existing position is changed, the Human Resources Department shall determine the appropriate position classification and pay grade(s).

- 3.2.1 Reclassification Requests: A request for review can be made by a department or by an individual employee. The employee or department leadership is encouraged to consult with HR prior to beginning the reclassification process. The request for

reclassification must be accompanied by a Position Description Questionnaire (PDQ). The employee may edit their most recent PDQ, highlighting the changes to their position, or complete a new PDQ.

- 3.2.2 Regrade Request: The department leadership or the employee may submit a request for a pay grade review. The request should include Position/Title Review Request form highlighting changes in the relative difficulty, complexity, skills, and decision-making authority and how those changes align with the grade and/or classification progression.

For more information see Administrative Regulation titled "[Position Review](#)".

### **3.3 Probationary period**

All position appointments are tentative and subject to a probationary period. The probationary period is a working test period to train and aid the employee in adjusting to the new position and to determine if the employee's performance meets work-related standards. The use of probationary periods is intended as a constructive process to allow the employee to:

- Understand the City, their department, their role, and how these fit together.
- Understand the standards required for their role and to fulfill those standards in full.

The probationary period should allow both the employee and their department leader to assess objectively whether or not the employee is suitable for the role.

For more information see Administrative Regulation titled "[Probationary Period](#)".

### **3.4 Performance Reviews**

Performance assessments will be done on an annual cycle, normally around the employee's anniversary date. For regular-status employees with more than four years of service in the same position, a formal written performance evaluation is required only once every fourth year. The supervisor may complete a waiver in lieu of the formal evaluation for up to three consecutive years. However, nothing in this policy limits a supervisor's discretion to provide evaluations more frequently.

For more information see Administrative Regulation titled "[Performance Assessments](#)".

## SECTION 4 COMPENSATION

### 4.1 Statement Regarding Pay Practices

The City makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe the City has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, Collective Bargaining Agreement, or has failed to properly calculate your wages in any way, you must immediately report the error to Human Resources. The City will investigate all reports of improper pay practices and will reimburse employees for any improper deductions, miscalculated wages, or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City's pay practices.

See also "[Statement Regarding Pay Equity Practices](#)".

### 4.2 Payday and Pay Period

Employees are paid on a bi-weekly basis. In the event that a regularly scheduled pay date falls on a banking holiday, the last preceding workday shall be the regular pay date in lieu thereof. The City's payroll calendar is available on the City's intranet [Payroll](#) page on Springboard.

Employees are encouraged to have paychecks electronically deposited at a bank, savings and loan association, or credit union. Direct Deposit Authorization information is available in Payroll, Human Resources, and on the Payroll page on the intranet.

### 4.3 Compensation

The City of Springfield strives to maintain a compensation plan which will: (1) Ensure sound stewardship of available resources. (2) Provide for payment of salaries comparable to and competitive with those paid for similar positions and services in comparable public agencies. (3) Maintain internal relationships between classes based upon internal salary scales to provide the necessary structure for the supervisor/employee relationship; (4) Provide for equal pay for equal work without regard to local, state and federally protected classes; and (5) Maintain a wage and benefit package that is considered externally competitive (+ or - 5% of the average of the total compensation offered in comparable labor markets for similar work).

The Council shall approve salary range changes for all job classifications used by the City.

For more information see Administrative Regulation titled "[Compensation](#)".

#### 4.4 Special Assignment Pay

- 4.4.1 Acting in Capacity (AIC): A non-represented employee assigned the added responsibility to “cover the duties” of an employee in an existing position of a higher classification or pay grade shall receive an increase of five percent (5%). Employees do not receive AIC when on paid leave or holiday status. AIC pay is effective after five (5) consecutive calendar days. Employees who have been approved to receive a salary adjustment shall have their salary adjusted retroactively to the first day of the AIC assignment.
- 4.4.2 Interim Assignment: A non-represented employee assigned to temporarily “perform the duties” that would normally be performed by a position in a higher classification or pay grade for a definitive period of time shall be placed on the step in the higher classification that provides at least 5%, so long as the rate is consistent with the Pay Equity requirements, for all hours paid while on the assignment.
- 4.4.3 Bilingual Pay: Employees who meet the qualification set by the City as bilingual will receive an increase of five (5%) of their regular rate of pay.

For more information and required forms see Administrative Regulation titled “[Additional Pays](#)”.

#### 4.5 Recovery of Overpayment to Employees

The City is entitled to recoup all overpayments of wages or reimbursements made to employees regardless of the cause of overpayment. In the case of overpayment, the City must be able to clearly show that the employee received more than they were due under the agreed-upon wage rate more than the hours actually worked, or more than what should have been appropriately reimbursed.

Upon verification, the City will notify the employee of the overpayment and attempt to work with the employee to develop a mutually agreeable repayment plan. However, should the City and the employee fail to agree on a repayment plan, the City reserves the right to deduct up to 10% of the overpaid funds from the employee’s wages each pay period until the City has been fully reimbursed. If an employee should separate from their employment with the City before the overpayment has been fully recovered, the final balance will be deducted from the employee’s final paycheck.

The Fair Labor Standards Act (FLSA) considers a wage overpayment as a loan or an advancement of wages. Recoveries of wage overpayments may be deducted from an employee’s earning even if such deductions cut into the minimum wage or overtime pay due the employee. Every effort will be made to recover overpayment debts incurred through timekeeping and/or administrative errors.

## **SECTION 5 OVERTIME & COMPENSATORY TIME**

### **5.1 Overtime**

Non-exempt employees who work in excess of forty (40) hours during the work week must be paid at one and one half (1½) times their regular rate of pay for all hours in excess of forty (40), in compliance with federal and state laws. Paid absences during the workweek are considered time worked for the purposes of paying time and a half overtime but are not considered time worked for purposes of calculating additional FLSA overtime.

Employees are not permitted to work overtime hours without the prior approval of their supervisor or manager. Approval to work overtime should be confirmed in writing or by email. Employees who work overtime without pre-approval may be subject to discipline.

For more information see Administrative Regulation titled "[Hours of Work & Overtime](#)".

### **5.2 Compensatory (Comp) Time**

Compensation for overtime hours can be in the form of pay or compensatory time off earned at time and one-half hour for every hour worked in excess of 40 hours in a workweek. Compensatory time off shall not be allowed to accrue beyond eighty hours (80) unless otherwise specified by an applicable bargaining agreement. Shift Police Sergeants may accrue a maximum of one hundred and eight (108) hours of compensatory time off.

For more information see Administrative Regulation titled "[Hours of Work & Overtime](#)".

## **SECTION 6 TIME OFF**

### **6.1 Attendance, Punctuality, and Reporting Absences**

Punctuality and regular reliable attendance are essential responsibilities of every City employee. Tardiness or absences impact fellow employees, supervisors, and the public. Employees are expected to report to work as scheduled, on time, and prepared to start work at the beginning of the shift and are expected to remain at work for their entire scheduled shift. An absence may be considered "short notice" or as an "unscheduled absence" when an employee fails to call in, gives a late notice, or fails to give advance notice for an absence which could be anticipated. Excessive short notice or unscheduled absences and tardiness may result in discipline. No employee will suffer discrimination or retaliation for requesting or using protected leave as defined by federal or state law.

Employees should follow the notification procedures for their respective departments. If an employee is absent for any reason, they are typically expected to notify their supervisor or designee indicating the reason for the absences prior to the start of their regularly

scheduled shift. During absences extending more than one day, the employee is expected to contact their supervisor regularly to keep them updated on their expected return date.

For more information see Administrative Regulation titled "[Attendance](#)".

## 6.2 Vacation

Applies to non-represented employees hired before October 1, 2016, and who are not on the PTO plan. Temporary and seasonal employees are not eligible for vacation accrual.

It is the policy of the City of Springfield to provide and grant paid vacation time for rest and relaxation to employees. Part-time employees earn vacation on a prorated basis. Vacation time is accrued on a bi-weekly basis throughout the year and the time taken may not be used in less than 15-minute increments (.25 hours on timecard). Employees are responsible for managing their vacation balances. Vacation leave does not include City observed holidays.

For more information see Administrative Regulation titled "[Vacation](#)".

## 6.3 Paid Time Off (PTO) Leave:

Applies to all non-represented employees hired after October 1, 2016, and all non-represented employees who voluntarily opted into the PTO plan.

The City is committed to providing employees with sufficient paid time off for rest and relaxation, and to address personal and family medical needs. The City wishes to provide maximum flexibility as to how employees may use accrued time off and therefore believes that a program that consolidates vacation, sick, floating holiday and bereavement leave time in one bank (Paid Time Off or PTO) is in both the City's and employees' best interests. PTO may not be used in less than 15 minute increments (.25 hours on timecard). Employees are responsible for managing their PTO. Paid Time Off does not include City observed holidays.

For more information see Administrative Regulation titled "[Paid Time Off \(PTO\)](#)".

## 6.4 Holidays

It is the policy of the City of Springfield to grant paid days off in recognition of certain holidays. The City recognizes eleven (11) paid holidays each year and one paid Floating Holiday for employees on the traditional Sick/Vacation plan. For contract specific provisions, represented employees should also refer to their labor agreements/contracts.

Holiday	Day
1. New Years Day	January 1st
2. Martin Luther King, Jr.'s Birthday	Third Monday in January
3. Presidents' Day	Third Monday in February



4. Memorial Day	Last Monday in May
5. Juneteenth (SEIU & Non-rep)	June 19 <sup>th</sup>
6. Independence Day	July 4 <sup>th</sup>
7. Labor Day	First Monday in September
8. Veterans Day	November 11 <sup>th</sup>
9. Thanksgiving Day	Fourth Thursday in November
10. Day after Thanksgiving	Fourth Friday in November
11. Christmas day	December 25 <sup>th</sup>

**Floating Holidays:** Each employee on the Sick/Vacation plan is eligible for one (1) floating holiday per fiscal year. For eligible employees, hours are credited to the floating holiday bank at the pay period end that includes 7/1 and must be used by the pay period end that includes 6/30 of the following year. Floating holiday hours do not roll over to the next fiscal year. Employees on the PTO plan have 8 floating holiday hours built into their accrual rate and must use accrued time off in accordance with the applicable Administrative Regulation. The time off must be requested and approved by the direct supervisor.

For more information see Administrative Regulation titled "[Holidays](#)".

## SECTION 7 LEAVES OF ABSENCE

### 7.1 Sick Leave

City of Springfield employees, including those in temporary, seasonal and unbudgeted positions, who are not on the PTO plan, are eligible to accrue paid sick leave.

The City provides paid sick leave when employees are unable to perform employment duties for the following reasons:

- An employee's personal mental or physical illness, including pregnancy, childbirth and routine medical and dental appointments,
- To care for a family member with mental or physical illness, injury or health condition; care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventative medical care.
- Any leave covered under the Oregon Family Leave Act.
- When law requires an employer to exclude an employee from work for health reasons.
- When the City or an employee's child's school (or place of care), closes for a public health emergency.
- Absences related to domestic violence, harassment, sexual assault or stalking. Health information about an employee or an employee's family member will be treated as confidential to the extent provided by law.

- For an emergency evacuation order of level 2 (SET) or level 3 (GO) issued by a public official with the authority to do so, if the affected area subject to the order includes either the location of the employer's place of business or the employee's home address.
- When a determination by a public official with the authority to do so that the air quality index or heat index are at a level where continued exposure to such levels would jeopardize the health of the employee.

For more information see Administrative Regulation titled "[Sick Leave](#)".

## **7.2 Oregon Sick Time Leave**

Employees are eligible for sick time leave after 90 days worked. Oregon sick time leave is protected time off not to exceed 40 hours per calendar year during which an employee is permitted to be absent from work without disciplinary consequences or a reduction in benefits, including but not limited to health care benefits that the employee earns from the employer, provided the employee has accrued enough sick or PTO hours to cover the leave.

"Oregon sick time" is compensated at the employee's regular rate of pay and without reductions in benefits, including but not limited to health care benefits that the employee earns from the employer at the time the employee uses the paid sick time. Oregon sick time leave may run currently with FMLA/OFLA

## **7.3 Family Medical Leave**

It is the policy of the City of Springfield to comply with the federal Family and Medical Leave Act of 1993 ("FMLA") and the Oregon Family Leave Act of 1995 ("OFLA"), referred to jointly as Family Medical Leave. Eligible employees are generally entitled to up to 12 weeks of protected leave during a year, except as noted below, or up to 26 weeks if providing care for a recovering armed forces service member. The law guarantees a maximum amount of time off which is either paid or unpaid depending upon the available unused leave accrual banks.

Federal and state laws protect an employee against loss of employment for reasons related to the leave and in some cases, against loss of insurance coverage in the event an employee must be absent from the workplace due to their own serious health condition, the serious health condition of a family member, to care for a family member injured in the line of duty while on active duty, or for the qualifying exigency for a family member called to active duty or an impending call or order to active duty.

For more information see Administrative Regulation titled "[Family Medical Leave](#)".

## **7.4 Paid Leave Oregon**

Effective September 1, 2023, employees who have worked for more than 90, days may take You can take up to 12 weeks of paid leave per year (up to 14 weeks for pregnancy-related

medical leave) to care for a family member with a serious illness or injury, or to bond with a new child after birth, adoption or foster care placement; during your own serious health condition; for survivors of sexual assault, domestic violence, harassment, or stalking.

The benefit amount you get paid will depend on your wages and income.

### **7.5 Extended Medical Leave**

When an employee is ill, pregnant, or has an injury which prevents an employee from working up to six (6) months (180 calendar days), the employee will remain on active payroll until all accrued sick leave is used. This leave will typically run concurrently with Family Medical Leave (Federal and State).

For more information see Administrative Regulation titled "[Leave of Absence](#)".

### **7.6 Compassionate Leave**

Employees may be granted up to three (3) days of City paid leave for the death of an immediate family member or due to pregnancy loss. With the approval of the department director or designee, an additional two (2) days leave may be allowed for necessary out of state funeral travel time.

For more information see Administrative Regulation title "[Compassionate Leave](#)".

### **7.7 Jury Duty & Witness Leave**

The City encourages employees to serve on juries and to serve as a witness when summoned. Employees are required to inform their direct supervisor as early as possible and are required to provide a copy of the summons. In cases of extreme business pressures, management may ask employees to request a postponement from jury duty, which may or may not be granted by the court.

Any employee who must attend court or other legal proceedings arising from actions taken in the course and scope of employment shall be considered "at work" and shall receive regular wages. This provision does not apply to an employee who is a plaintiff in a lawsuit or other legal proceeding against the City

For more information see Administrative Regulation title "[Jury Duty and Witness Leave](#)".

### **7.8 Crime Victim Leave**

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or their immediate family member has suffered financial, social, psychological, or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

For more information see Administrative Regulation titled "[Crime Victim Leave](#)".

### **7.9 Domestic Violence Leave and Accommodation**

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or their minor dependents. Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home. Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

For more information see Administrative Regulation titled "[Domestic Violence Leave and Accommodation](#)".

### **7.10 Military Leave**

Employees who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave. Employees are entitled to reinstatement upon completion of military service, provided they return or apply for reinstatement within the time allowed by law.

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered "federal active duty" for training under this policy; other requirements apply. Please contact Human Resources for more information and to make arrangements for this leave.

For more information see Administrative Regulation titled "[Military Leave](#)".

### **7.11 Personal Leave of Absence**

The City of Springfield expects its employees to attend to personal matters outside of working hours or during scheduled time off. However, personal circumstances may necessitate an absence from work that extends outside of a traditional vacation/PTO request (i.e. more than three weeks in length) or after a protected leave has ended. An employee may be granted up to six months of leave during any twelve-month period with the approval of the department director and Human Resources Director.

For more information see Administrative Regulation titled "[Leave of Absence](#)".

### **7.12 Leave Donation**

A voluntary leave donation may be requested for a medical emergency of an employee or a spouse or child living in the same home that require a prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee has exhausted all available accrued paid leaves. A prolonged absence can include intermittent absence so long as it's related to the same condition.

To be eligible to receive a leave donation, an employee must be employed by the City for at least 90 days and must be eligible to accrue paid leave time.

For more information see Administrative Regulation titled "[Leave Donation](#)".

### **7.13 Interview Time**

Participating in interviewing and related skill and testing processes for other City positions on City-paid time is allowed when it is not possible to schedule such processes during non-work hours provided you have obtained your supervisor's prior approval to be absent from the work group.

## **SECTION 8 EMPLOYEE BENEFITS**

### **8.1 Medical, Dental, and Vision Insurance**

All full-time, part-time, and limited duration employees who are budgeted to work twenty (20) or more hours per week are required to enroll in insurance benefits. Provisions of collective bargaining agreements prevail for bargaining unit employees. All part-time employees budgeted to work less than twenty (20) hours per week, temporary and seasonal employees, and temporary employees contracted through an agency are not entitled to insurance benefits. Coverage goes into effect on the first of the month following date of hire or date of hire if it coincides with the first calendar day of the month.

For more information see Administrative Regulation titled "[Employee Benefits](#)".

### **8.2 Health Reimbursement Account**

Eligible employees receive a city-funded Health Reimbursement Account (HRA) which provides \$100 per month for single enrollment or \$200 for two party and family and is intended to offset the medical benefit deductible. Employees receive a pro-rated amount for a partial year employment. Unused funds roll over annually.

### **8.3 Springfield Wellness Center**

Eligible employees and enrolled dependents age four (4) and older that are covered under the City Medical Benefit plan are eligible to use the free Wellness Center.

## **8.4 Life Insurance**

City-paid basic group life insurance and accidental death and dismemberment for non-represented employees shall be one times the employee's annual salary up to \$200,000.

City paid life insurance for Firefighters and Police Officers as a result of injury or disease sustained during working hours of in the service of a public employer of \$10,000

## **8.5 Basic Life and Long-Term Disability Insurance**

City-paid basic group life insurance and accidental death and dismemberment (AD&D) for non-represented employees shall be one times the employee's annual salary up to \$200,000

## **8.6 FireMed Membership**

The City will provide basic FireMed membership to all benefit-eligible City employees and eligible dependents. This benefit is limited to FireMed service areas.

## **8.7 Retirement**

The City participates in the Public Employee Retirement System (PERS). This benefit is administered by the state and is made up of a pension and an Individual Account Program (IAP).

- The pension is a defined benefit which means it does not have an account balance and a formula is used to determine how much pension you will be paid monthly as a retiree. A pension can provide you with a lifetime monthly income that never runs out, while an account-based benefit, like your IAP, is a finite amount of money.
- The IAP is an account-based benefit which means a regular amount is paid into the account, the account can grow over time based on investment returns, and you can end up with a pot of money that is yours at retirement. Your IAP can provide you with income in installments or a lump sum until the money runs out.
- PERS offers education sessions to help members learn more.

## **8.8 Employee Assistance Program**

The City of Springfield has contracted to provide a confidential Employee Assistance Program (EAP) because personal and work-related problems often become personnel issues that affect the employee's job performance and may potentially have an impact on co-workers and colleagues. The EAP is a comprehensive confidential service designed to assist the employee in addressing personal and professional difficulties. The EAP focuses on identifying problems in their early stages, motivating employees to resolve the problems, and directing employees toward the best assistance available.

All benefit eligible employees and their household members are eligible for six (6) sessions per issue per calendar year.

For more information see Administrative Regulation titled "[Employee Assistance Program](#)" or you can contact Cascade Centers directly at 1-800-433-2320, or at [Cascade Health](#).

## **8.9 Tuition Reimbursement**

The City of Springfield will reimburse an employee for one-half the amount of tuition for approved courses which are deemed job-related by department management and approved by the Human Resources Director. The tuition reimbursement policy will be limited by budgetary resources.

The City will reimburse an employee for one-half the amount of tuition for approved courses conducted outside the employee's regular working hours, provided the employee has approval from their Department Director at least ten days prior to the registration for such course; upon evidence submitted showing satisfactory completion of the course (a "C" grade or better) and the employee is not receiving tuition reimbursement from any other source or program. Finance will pay the requested amount upon approval of the course by the Human Resources Director.

Courses which are only offered during regular working hours may be approved by the Department Director provided time off can be conveniently arranged and arrangements can be made to make worked hours in the same week.

The City will allow time off with pay and will reimburse an employee for the expenses of attending classes, or workshops, when attendance is on an assignment basis with prior approval of the employee's Department Director.

Normally, the cost of textbooks and/or technical publications required for such courses will be the responsibility of the employee. If the City purchases any of the textbooks and/or publications for such courses, it shall be required to have such items placed in the City or department training library after the employee has completed the course.

## **SECTION 9 WORKPLACE INJURIES**

### **9.1 Safe Work Partnership**

The City will provide a safe work environment, and employees shall work in a safe manner at all times in accordance with City safety programs and use of PPE, etc.

### **9.2 Workers' Compensation and Safety on the Job**

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things,



medical care and compensation and temporary or other disability benefits should you be injured while performing work duties. Employees are expected to work safely and in a safe environment.

#### Steps to take if you are injured on the Job

If you are injured on the job, you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

1. Report any work-related injury to your supervisor no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a Employee's Claim Form (Form 801) and return it to Human Resources.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

### **9.3 Return to Work**

If you require workers' compensation leave, you will — under most circumstances — be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit documentation from a health care provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of your position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement. The City does not discriminate against employees who suffer a workplace injury or illness.

### **9.4 Early Return-to-Work Program**

Our Return-to-Work Program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, the City will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties. If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City. While you are on modified or transitional work, you are still subject to all other City rules and procedures.

## **9.5 Overlap with Other Laws**

The City will account for other leave and disability laws that might also apply to your situation such as the Americans with Disabilities Act (ADA) and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

## **SECTION 10 WORKPLACE EXPECTATION**

### **11.1 Appearance and Clothing**

Clothing and general appearance should be appropriate for the job performed, safe, and not distracting to community members or co-workers. Clothing should fit properly and provide adequate coverage. Further, clothing should be clean and in good repair. It is expected that all employees will exercise good judgment and remember that they represent the City while they are on the job.

For more information see Administrative Regulation titled "[Appearance and Clothing](#)".

### **11.2 City Identification Badge**

All individuals with assigned City ID badges must wear their ID Badge in plain view while acting as a representative of the City. Individuals who are off-duty but who are entering into an area within a City building or facility in which the public doesn't normally access must wear their ID badge in accordance with this policy. Each department will be responsible for ensuring that badges are worn as required. Upon approval by the department director or designee, individual work units may exempt individuals from wearing their ID badge if those individuals are required to wear a uniform that clearly identifies them as a representative of the City.

For more information see Administrative Regulation titled "[City Identification Badge](#)".

### **11.3 Contagious Illness**

When an employee is present in the workplace and exhibits signs of a contagious illness, they may be directed to go home on sick leave or PTO (or unpaid leave if sick/PTO is unavailable). During a pandemic/or other communicable disease emergency, the City may implement plans to adjust their operations to ensure resources are available to provide critical processes and services.

An individual who is exhibiting signs of a contagious illness while at work should report to their supervisor and leave the workplace as soon as practicable. If leaving work is not possible, then the individual should separate themselves from their coworkers.

For more information see Administrative Regulation titled "[Contagious Illness](#)" and "[COVID-19 Safe Workplace](#)".

### **11.4 Workplace Relationships**

We advise our employees to consider any possible conflict of interest before they enter into an emotional and/or physical relationship with a coworker. Employees must inform their direct supervisor when they have entered into an emotional and/or physical relationship with a colleague and keep discussions of personal issues out of the workplace. No person in a supervisory position shall have an emotional and/or physical relationship with an employee whom they directly supervise or whose terms or conditions of employment they may influence (examples of terms or conditions of employment include hiring, promoting terminating, disciplining and compensating).

For more information see Administrative Regulation titled "[Workplace Relationships](#)"

### **11.5 Violence-Free Workplace**

The City of Springfield recognizes the importance of a safe workplace. Threats and/or acts of violence against another person's life, health, well-being, family, or property will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the City's premises will be reported to the proper authorities and fully prosecuted.

For more information see Administrative Regulation titled "[Violence-Free Workplace](#)"

### **11.6 Smoke-Free Workplace**

The City provides a smoke-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars, vaping and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this policy. This policy applies to employees, elected officials, volunteers, and any visitors to City property, vehicles or facilities/buildings.

The City buildings and vehicles are smoke free areas. Further, the City prohibits smoking in or around City vehicles and equipment or machinery. If you wish to smoke, you must do so outside of City's facilities/buildings, only in designated smoking areas. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows.

### **11.7 Personal Use of Social Media**

The City of Springfield recognizes that employees may wish to use social media in their personal life. This policy does not intend to discourage nor unduly limit personal expression or online activities. The policy intends to inform personal expression or online activities as they may relate to the City.

Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Any conduct that adversely affects job performance, the performance of co-workers, or otherwise adversely affects our community members or people who work on behalf of the City or City's legitimate business interests may result in disciplinary action up to and including termination.

Employees should not represent themselves as a spokesperson for the City on personal accounts.

For more information see Administrative Regulation titled "[Personal Use of Social Media](#)"

### **11.8 Alcohol/Drug Use, Abuse, and Testing**

The City of Springfield works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk to both to themselves, to everyone who comes into contact with or depends upon them, and risks damage to the City's reputation.

The City expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's involvement with drugs and alcohol on- or off-the-job can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers, and others.

For more information see Administrative Regulation titled "[Alcohol/Drug Use, Abuse and Testing](#)"

### **11.9 Confidential City Information**

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City policies, practices, and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information,

including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or disclose confidential information contrary to Oregon or federal laws, for personal use, or for financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City) may be removed from our premises without permission from your department director or designee. Likewise, any material developed by City employees in the performance of their jobs is the property of the City and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City's business may not be disclosed to anyone except where required for a business purpose or when required by law.

## **SECTION 11 GENERAL PROVISIONS**

### **11.1 Emergency Facility Closure**

Except for regularly scheduled holidays identified by the, City Hall business offices will be open for business on Mondays through Fridays during normal business hours. Should circumstances arise beyond our control such as inclement weather, a national crisis, or other emergency that makes one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager or designee will decide whether to and to what extent the City will close.

In the event of extreme bad weather, the City recognizes that each employee's ability to safely reach work may be different. If the employee cannot safely report to work in such circumstances, they should contact their supervisor. If staff cannot reach their work location but are able to telework from home, the employee should do so subject to approval by their manager or supervisor.

The City Manager or designee shall declare the Emergency Closure Protocol is in effect by announcing business operations established as non-critical will either not be opening, will be delaying opening, or will be closing earlier than 5pm. This information will be relayed through the department directors, posted to the City's website, emergency management alerts, social media, and/or reported to local media when possible.

For more information see Administrative Regulation titled "[Emergency Facility Closure](#)".

## **11.2 Driving While on Business**

Drivers are encouraged to use City-owned vehicles or public transportation. When driving a personal vehicle, drivers must follow the requirements in the Personal Vehicle Use administrative regulation and the vehicle must be insured. Responsibility for maintenance, traffic violations, and accidents is the responsibility of the driver. The City is not responsible for any physical damage. The driver/vehicle's personal auto insurance is the primary insurance. The employee bears the expense of any personal auto policy claims premiums and deductibles.

For more information see Administrative Regulation titled "[Personal Vehicle Use](#)" and "[Use of City Vehicle](#)"

## **11.3 Workplace Inspections — No Right to Privacy or Confidentiality**

This policy applies to inspections conducted by the City pursuant to policy or law unless otherwise modified by a different policy in this handbook or other City Administrative Regulation. The scope of inspection will be related to the circumstances giving rise to the inspection and may include a search of city vehicles, lockers, desks, work areas, file cabinets, voicemail systems, computer systems, and other office equipment. Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City; these areas are not private.

## **11.4 Hiring of Family Members**

Relatives of current employees and individuals involved in an emotional and/or physical relationship with a current employee are eligible for hire at the City subject to the same selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an emotional and/or physical relationship would fall under the direct line of supervision of the other family member or partner.

## **11.5 Retirement or Resignation from Employment**

If you choose to resign or retire, it is anticipated that you will give the City as much notice as possible — preferably a minimum of two weeks unless, because of extenuating circumstances, the department director agrees to permit a shorter period of notice. Resignations shall be promptly forwarded to the Human Resources Department along with a Personnel Action Form. When giving your two-week's notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-week's notice of your intent to leave the City, you will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their immediate supervisor or Human Resources before making a final decision.

Employees must return all City property, including but not limited to phones, computers, identification cards, credit cards, keys, and manuals to the City on or before their last day of work.

### **11.6 Release of Employee Information**

All requests for employment references or recommendations must be directed to Human Resources. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

For more information see Administrative Regulation titled "[Release of Employee Information](#)"

## **SECTION 12 MOBILE DEVICES AND TECHNOLOGY**

### **12.1 Mobile Devices**

Employees may bring personal mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break. Minor and incidental personal use which does not interfere with City business is permitted unless this type of use is not approved by the employee's supervisor.

Employees who use personal or City-provided mobile devices may not violate the City's policies against harassment and discrimination. Thus, employees who use a personal or City-provided mobile device to send a text or instant message to another employee (or to community members or someone not employed by the City) that is harassing or otherwise in violation of the City's policies prohibiting discrimination, harassment, bullying and retaliation will be subject to discipline up to and including termination.

Non-exempt employees may not use their personal or City-provided mobile device for work purposes outside of their normal work schedule without written authorization in advance from their supervisor. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.



Nothing in this policy removes a non-exempt employee's obligation from recording time for all hours worked.

## **12.2 Employee Use of City - Provided or Personal Mobile Devices**

**12.2.1 City Provided Devices:** City provided mobile devices are made available to City employees on a limited basis to conduct City business. Determinations as to which employees receive City-provided mobile devices will be made on a case-by-case basis; employees are not guaranteed a mobile device. The City reserves the right to terminate employee's use of a City-provided mobile device for non-use, limited City business use, excessive personal use, or budgetary reasons.

Employees who receive a mobile device from the City must agree to not use the mobile device for personal use except in emergency situations and must abide by all relevant aspects of the City's IT policies. Employees must safeguard their City-provided mobile device from theft, damage, abuse, or unauthorized use.

Further, employees who receive a City-provided mobile device do not have a right, nor should they have an expectation, of privacy while using a City-provided mobile device at any time, including accessing the internet and using email and voice communications. To the extent that employees wish that their private activities remain private, they should avoid using the device for personal use. By accepting the City-provided device, employees imply their consent to disclosing and or monitoring of device usage, including the content of any files or information maintained or passed through that device. The City-provided mobile device may be subject to inspection and review if the City has reasonable grounds to believe that the employee's use of the mobile device violates any aspect of the City's Administrative Regulations.

**12.2.2 Personal Devices:** The City may provide a monthly stipend to employees who regularly use their personal mobile device for City business. Employees will be required to submit a completed Use of Personal Cell/Smartphone for City Business form outlining the details involved in receiving a mobile device stipend and using their personal device for City business.

The City will respect the privacy of the personal information on an employee's device and will only request access to the personal device to respond to legitimate discovery requests arising out of administrative, civil or criminal proceedings or public records requests. After reasonable notice, an employee who refuses to provide the City with business records from their personal mobile device in connection with an investigation and may be subject to discipline, up to and including termination.

Employees must secure and not share business records on their personal device with other individuals or family members due to the business use of the device

and agree to delete any sensitive business files that may be inadvertently downloaded on their personal device. Employees agree to maintain their operating system and keep the device's security controls current.

### **12.3 Mobile Devices, Public Records and Electronic Discovery**

City-related business conducted on City-provided or personal mobile devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation involving the City. Therefore, employees must retain all public records, including text messages, created on personal or City-provided mobile devices consistent with the City's Administrative Regulation on Record Retention and Destruction

### **12.4 Employee Use of Mobile Devices with Cameras**

Employees may not use the built-in cameras on their mobile device to take pictures or videos at a City-sponsored functions unless authorized by the City.

### **12.5 Mobile Device Use While Driving**

The use of a mobile device while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of handheld mobile devices while driving even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City vehicles and the operation of private vehicles while an employee is on work time. It applies equally to City provided and personal mobile devices.

Employees are prohibited from using mobile devices for any purpose while driving on City business. This policy also prohibits employees from using a mobile device to send or receive text or "instant" messages about City business while driving (other than law enforcement or fire employees while acting in the scope of their employment). Should employees need to use their mobile device while driving, they must locate a lawfully designated area to park and make the call, unless employees use a hands-free accessory that gives them the ability to keep both hands on the steering wheel. Such calls should be kept short or employees should locate to a lawfully designated area to park to continue the communication, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

### **12.6 Acceptable Use of City Network Services and Computing Devices**

The City of Springfield provides users with computer and communications resources when it's determined by leadership that these resources are appropriate considering the person's job responsibilities. City computer and communication resources provided to a user are solely the property of the City and are provided by the City to assist in the conduct of City business. Computer use must be consistent with Oregon Public Records Law, City Administrative Regulations about record retention and destruction, the Oregon

Government Ethics Statutes, Federal Copyright, Licensing Laws, and laws governing access to protected classes of information.

12.6.1 **Ownership:** Unless otherwise specified by written agreement, all programs, documents, and data generated and/or residing on City computer equipment or generated by City employees using City computers for City program activities are City property.

12.6.2 **Use:** Internet, City network, and e-mail services as well as City computers and software are provided for business use. Minor and incidental personal use which does not interfere with City business is permitted unless this type of use is not approved by the employee's supervisor. Personal use must be infrequent and must:

- Not involve any prohibited activity
- Not interfere with the productivity of the employee or their co-workers
- Not consume system resources or storage capacity on an ongoing basis
- Not involve large file transfers or otherwise deplete system resources available for business purposes
- Not involve downloading, installing, or running software programs not acquired and installed by the Information Technology Department
- Not occur during normal working hours. Minor and incidental personal use is only permitted before or after normal working hours, during lunch or during breaks.

12.6.3 **No Right to Privacy:** Employees should not expect privacy with respect to any of their activities using the City-provided e-mail, internet, City network, computer or other electronic device access or services.

12.6.4 **Hardware and Software:** All hardware and software will be purchased and installed through the Information Technology Department. Any commercial software residing on City computers shall be purchased through an authorized vendor or otherwise lawfully obtained.

For more information see Administrative Regulation titled "[Acceptable Use of City Network Services and Computing Devices](#)"

## **12.7 Dialing 911 Using a City Phone or Softphone Application**

City telephone numbers have a registered address in the network system (for example: City Hall) and those locations are automatically provided to 911 Operator to assist them in responding to an emergency call. As a result, employees should:

- 1) Not use a City softphone application when calling 911 away from the registered work location, and

- 2) Must provide their telephone number and actual location (address, building floor, etc.) when dialing 911.

## **SECTION 13 ETHICS**

### **13.1 Ethics**

At the City of Springfield, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity or that might cause their personal interests to conflict with the interests of the City or the City of Springfield's community members.

We at the City are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City from work in the private sector, you may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the [Oregon Government Ethics Commission website](#).

If you have questions about whether an activity meets the City's or Oregon's ethical standards, please talk with the City Attorney's Office. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

### **13.2 Open-Door Policy**

The City of Springfield's Open Door Policy is based on our belief that open, honest communication between managers, supervisors and employees should be a common business practice. City managers and supervisors are responsible for creating a work environment where employee input is welcomed and where issues are surfaced early and shared without the fear of retaliation (when the employee provides the input in good faith). If an employee has a complaint, suggestion, or question about their job, working conditions, or the treatment received from anyone in the City, they should first be raised with the immediate supervisor. If an employee feels that it is not resolved by the immediate supervisor, or if the issue involves the immediate supervisor, they may request to have the facts or situation reviewed by their next level of leadership. For additional specific provisions, represented employees should also refer to their labor agreements/contracts.

For more information see Administrative Regulation titled "[Open Door Policy](#)"

### **13.3 Outside Employment**

Generally, employees may obtain employment with an employer other than the City of Springfield or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules or be viewed as an “improper use of office” or “create conflicts of interest” as defined under the Oregon Public Official Ethics Laws. Employees who are planning to engage in outside employment are responsible for determining whether their outside employment is consistent with those laws.

The City of Springfield requires employees to provide a written disclosure regarding outside employment to their Department Director before the outside employment begins.

For more information see Administrative Regulation titled “[Standards of Conduct](#)”

### **13.4 Conversion of City Property for Private Use**

Employees will not convert City-owned equipment, facilities, materials or other City services for private use except in the manner generally available to the public at large. Employees in that case would be obligated to pay the same fee, if any, in the same manner of a private community member.

For more information see Administrative Regulation titled “[Standards of Conduct](#)”

### **13.5 Use of Position**

Employees of the City shall not use or attempt to use their official position or office to obtain financial benefit if the opportunity for the financial benefit would not otherwise be available but for their position. The prohibited financial benefit can be either an opportunity for personal financial gain or an opportunity to avoid incurring a personal expense. This prohibition applies to employees acting on their own behalf or the behalf of their relatives or members of their household. It also applies to a business with which the public official, a relative, or a member of the public official’s household is associated.

For more information see Administrative Regulation titled “[Standards of Conduct](#)”

### **13.6 Use of Confidential or “Insider” Information**

Employees of the City may have access to sensitive and confidential information which has not been released to the general public for a variety of reasons. Employees are expected to maintain that confidentiality and exercise discretion and judgment when dealing with sensitive or confidential information including sharing with others internally.

For more information see Administrative Regulation titled “[Standards of Conduct](#)”

### **13.7 Criminal Arrests and Convictions**

Employees must promptly and fully disclose to their supervisor on the next working day:

- 1 All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no-contest pleas or diversions that result from conduct which occurred while on duty, on City property, in a City vehicle, or while driving a personal vehicle (see “Alcohol/Drug Use, Abuse and Testing” policy above);
- 2 All arrests, citations, convictions, guilty pleas, or no-contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
- 3 All arrests, citations, convictions of a violation of any law that will prevent the employee from performing the essential functions of the position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

### **13.8 Political Activity**

City employees are free to engage in political activity on their own time. There are strict expectations and laws regulating political activity in the workplace.

City employees shall not solicit any money, influence, service, or other things of value or otherwise promote or oppose any political committee, the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall, of a public office holder while on the job during working hours.

An elected official, non-elected official, public employee, or any other person shall not require, coerce or direct City employees to engage in any political activity, regardless of whether the activity itself would be lawful or unlawful.

Federal laws also include prohibitions affecting City employees in federally aided programs.

For more information see Administrative Regulation titled “[Political Activities](#).”

## **SECTION 14**

### **INVESTIGATIONS, CORRECTIVE ACTIONS, AND GRIEVANCES**

#### **14.1 Investigations**

The City shall conduct appropriate investigations into issues or matters reported to the City that appear to be inappropriate, illegal, or inconsistent with City regulations, or that may threaten City employees or assets under any applicable law, regulation, order, policy, or procedure. Employees, customers, vendors, members of the community or other stakeholders are encouraged to make any reports of workplace misconduct as soon as possible after learning or witnessing the conduct in question. The longer an individual waits to report the conduct, the more difficult it will be to conduct an effective investigation. Employees may have a duty to report harassment or hostile work environment incidents and should consult that administrative regulation for more information.

For more information see Administrative Regulation titled "[Investigations](#)."

#### **14.2 Corrective Action**

The City strives to use progressive discipline with the goal of correcting unacceptable behavior, poor performance, or violations of City policies, practices or procedures and to allow the employee a reasonable opportunity to improve on their deficiencies. No policy can be expected to address each and every situation requiring corrective action in the workplace nor is progressive discipline appropriate for all serious offenses such as theft, workplace violence, harassment, or dishonesty which could warrant immediate discharge. It is not the intent of this policy to promote or require a progression of disciplinary measures to every corrective action. The City will however take a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

No supervisor may take disciplinary action that would result in loss of pay or status without first consulting with the Human Resources Department or City Attorney's Office.

For more information see Administrative Regulation titled "[Corrective Action](#)."

#### **14.3 Grievances**

The City's goal is to resolve issues at the lowest level possible and/or by having direct conversations in accordance with the Open Door policy. This grievance policy is to ensure employees have a method and procedure through the use of a formalized process whereby they may have their complaints or appeals considered as fairly and rapidly as possible without fear of reprisal.

Represented employees should review their collective bargaining agreement.



For more information non-represented employees should see Administrative Regulation titled "[Grievance Non-Union](#)".

## APPENDIX A:

### Administrative Regulations & Policies

<b>City Manager's Office:</b>	<a href="#">Digital Imaging and Official Copy</a> <a href="#">Official Use of City Logo</a> <a href="#">Official Use of City Social Media</a> <a href="#">Records Management</a> <a href="#">Records Request</a> <a href="#">Records Retention and Destruction</a>
<b>Finance &amp; Budget:</b>	<a href="#">Mileage Reimbursement</a> <a href="#">Pension Funding</a> <a href="#">Procurement Checklist</a> <a href="#">Purchasing Guideline</a> <a href="#">Purchase Card</a> <a href="#">Travel Reimbursement</a>
<b>Human Resources:</b>	<p><b><u>Diversity and Inclusion</u></b></p> <a href="#">Animals in the Workplace</a> <a href="#">Disability Accommodations</a> <a href="#">Equal Employment Opportunity</a> <a href="#">No Harassment &amp; Discrimination</a> <a href="#">Pregnancy Accommodation</a> <a href="#">Reporting Improper or Unlawful Conduct</a> <a href="#">Respectful Place to Work</a>
	<p><b><u>Working Hours &amp; Conditions</u></b></p> <a href="#">Alternative Work Schedules</a> <a href="#">Hours of Work &amp; Overtime</a> <a href="#">Meal and Rest Period</a> <a href="#">Rest Periods for Expression of Breast Milk</a> <a href="#">Telework</a>
	<p><b><u>Classification &amp; Compensation</u></b></p> <a href="#">Additional Pays</a> <a href="#">Compensation</a> <a href="#">Performance Assessments</a> <a href="#">Position Review</a> <a href="#">Probation Period</a>
	<p><b><u>Time Off</u></b></p> <a href="#">Attendance</a>

Holidays  
Paid Time Off (PTO)  
Vacation

**Leaves**

Compassionate Leave  
Crime Victim Leave  
Domestic Violence Leave and Accommodation  
Family Medical Leave  
Jury Duty and Witness Leave  
Leave Donation  
Leave of Absence  
Major Disaster Leave Sharing Program  
Military Leave  
Oregon Sick Leave  
Sick Leave  
Sick Leave: Temporary and Unbudgeted Employees

**Benefits**

Employee Assistance Program  
Employee Benefits  
HRA VEBA Plan  
LTD Bus Pass Reimbursement  
Retirement Benefits  
Sick Leave Reserve Program

**Workplace Expectations**

Alcohol/Drug Use, Abuse and Testing  
Appearance and Clothing  
City Identification Badge  
Contagious Illness  
COVID-19 Safe Workplace  
Personal Use of Social Media  
Violence-Free Workplace  
Workplace Relationships

**Ethics**

Gifts & Gratuities  
Open Door Policy  
Political Activities  
Standards of Conduct

**Recruitment**

Background Checks  
Nepotism

Recruitment and Selection  
 Release of Employee Information  
 Volunteers

**Investigations, Corrective Actions, and Grievances**

Corrective Action  
 Employee and Labor Relations  
 Grievance: Non-Union  
 Investigations

**Workplace Safety**

City Hall Evacuation and Fire Safety Plan  
 DOT-CDL Substance Abuse Testing  
 Emergency Facility Closure  
 Hazard Communication  
 Hearing Conservation  
 Heat Illness Prevention  
 Non-Occupational Injuries or Illnesses  
 Wildfire Smoke Exposure  
 Workers Compensation & Time Loss Benefits

**General Provisions**

Driver Eligibility  
 Identity Theft protection Policy  
 Layoff and Recall  
 Personal Vehicle Use  
 Use of City Vehicle  
 Use of Pepper Spray

**Info Technology:**

Acceptable Use of City Network Services and Computing  
 Devices  
 Information & Cyber Security  
 Use of City IT Equipment at Home

**Facilities & Property**

Building and Facility Access  
 City Facility Use

## Employee Acknowledgement

### Acknowledgment of Receipt of 2022 Personnel Policy and Procedural Manual

I acknowledge that I have received and will read a copy of the City of Springfield's 2022 Personnel Policies Procedure Manual. I also understand that a copy of the Personnel Policy and Procedural Manual is available to me at any time to review the City's intranet sites.

I understand that the City has adopted the Personnel Policy and Procedural Manual only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in the City's sole discretion. I also understand that the Personnel Policy and Procedural Manual control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the Personnel Policy and Procedural Manual are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review City's policies regarding equal employment opportunity and that the City aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to Human Resources, the City Manager, or any trusted manager or supervisor.

During my employment with the City of Springfield, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

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Employee Name (Print)

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Employee ID #

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Employee Signature

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Date

*The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.*